

  
**REQUEST FOR COUNCIL ACTION**

Date: January 31, 2022  
Item No.: 10.g

Department Approval

City Manager Approval



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**Item Description: Authorize Roseville Police to Apply to Continue Partnership with AmeriCorps in Hosting a Heading Home Corps Housing Resource Navigator**

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**BACKGROUND**

The general overarching mission of the Roseville Police Department (RPD) is to provide public safety services for the City of Roseville. RPD recognizes first hand that public safety is more than responding to crime. Often, crime and safety can be attributed to underlying factors within the realms of human services and public health.

In 2021, the Roseville Police Department applied and was selected as a host site for a housing resource navigator through AmeriCorps. On July 26, 2021, Council authorized the department to host a Heading Home Corps Housing Resource Navigator. With input from RPD, Cari McCollor was selected and has been working in the position since September 2021. The housing resource navigator is based out of the police department and works alongside our Community Action Team; a specialized unit with the RPD designed to create and utilize partnerships and collaborations with a variety of human service providers, non-profits, advocate agencies, and other community organizations in order to creatively solve problems that cannot be solved through policing.

The Housing Resource Navigator supports individuals and families experiencing homelessness - navigating resources to secure safe and stable housing. The navigator establishes a relationship with each individual on her caseload and works with that individual to assess their unique needs, set goals, and sit side-by-side to help navigate resources to overcome barriers and ultimately achieve their goals. The position has been instrumental in helping members of the community navigate resources and overcome systematic inequities related to safe and stable housing furthering the Roseville Police Department's mission to provide public safety services for the City of Roseville.

**POLICY OBJECTIVE**

The primary target population for this partnership are individuals and families experiencing homelessness or housing instability with an association to Roseville. According to a Minnesota Homeless Study conducted by Wilder Research in 2018 ([www.ramseycounty.us/cha](http://www.ramseycounty.us/cha)), Ramsey County has the highest rate of homelessness in the seven county metropolitan region. Through supporting people who are experiencing homelessness in our community, RPD furthers its mission of providing public safety services for the City of Roseville.

30 **FINANCIAL IMPACTS**

31 Heading Home Corps Housing Resource Navigators receive a stipend of \$750 every two weeks,  
32 individual health insurance (monthly premium 100% paid), and up to an additional \$6,345 for tuition or  
33 student loans paid through the AmeriCorps program. Heading Home Corps requests sites contribute  
34 \$10,000 in operating costs. Costs for the 2022-2023 program year will be funded through Roseville's  
35 current budget or other existing funds.

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37 When the Council initially authorized the partnership with AmeriCorps in 2021, there was a \$10,000  
38 site fee authorized to be funded out of the police department's existing budget. Through one-time  
39 funding secured through the American Rescue Plan, the fee was waived for the 2021-2022 program  
40 year. The police department is currently looking at multiple funding options to continue this  
41 increasingly valuable partnership once the 2021-2022 service year concludes (July, 2022).

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43 **STAFF RECOMMENDATION**

44 Staff recommends Council approval to authorize the Roseville Police Department to submit an  
45 application to continue a proven partnership with AmeriCorps in hosting a Heading Home Corps  
46 Housing Navigator from August 2022 through July 2023 and to contribute \$10,000 toward costs related  
47 to operating this increasingly valuable initiative.

48 **REQUESTED COUNCIL ACTION**

49 The police department seeks Council authorization to apply to continue an innovative partnership, one  
50 that is generating successful outcomes, with AmeriCorps, working alongside Roseville's Police  
51 Community Action Team to help members of the community navigate resources and overcome barriers  
52 to safe and stable housing furthering the Roseville Police Department's mission to provide public safety  
53 services for the City of Roseville.

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Prepared by: Chief Erika Scheider  
Attachment: Housing Resource Navigator job description



# Heading Home Corps

## Position Description

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**Position Title:** Housing Resource Navigator

**Reports To:** Site Supervisor and Program Manager

**Service Position Summary:** The Housing Resource Navigator is placed at a service site to support individuals experiencing homelessness - navigating resources and supports to secure safe and stable housing. The position will establish a relationship with each individual on their caseload and will work with that individual to assess their unique needs, set goals, and sit side-by-side to help navigate resources to overcome barriers and ultimately achieve their goals. This is an AmeriCorps service member position with the AmeriCorps program, Heading Home Corps.

### Essential Functions:

- Work with individuals to actively address systemic inequities related to housing and housing resources by identifying and dismantling barriers within their service site's processes as well as navigating external barriers embedded in existing assistance systems.
- Create a welcoming environment to greet individuals seeking assistance, and work to establish a relationship with each individual using a person-centered approach.
- Conduct an initial interview with each individual to identify needs and preferences.
- Use information from the initial interview to help participants apply for public assistance programs.
- Support participants in setting housing-related goals and developing a plan of action to reach those goals including helping participants complete applications for housing and doing research with participants regarding housing options.
- Research and navigate resources that promote long-term stability in housing, including but not limited to, employment support, benefits eligibility and access, healthcare access, mental and/or chemical health referrals. Sit side-by-side with the individual to secure access to these resources, removing as many barriers as possible.
- Serve as a liaison between the participant and the systems they are accessing, as necessary.
- Track progress of plan and provide individualized support, as needed for success.
- Report data in online systems in a timely and accurate manner.
- Maintain participant confidentiality at all times.
- Work collaboratively with other individuals who are helping participants with their goals (e.g., social service agencies, shelter providers).
- Participate in training sessions and meetings, as required.
- Assist with statewide preparedness for, response to, and recovery from disasters which includes supporting organizations and communities in disaster relief activities related to COVID-19 closures and social distancing procedures.

### Secondary Functions:

- Act as a housing advocate and support service recipients who are accessing housing as needed.
- Attend service site-sponsored activities to represent Heading Home Corps.
- Recruit and coordinate volunteers to support participants in their goals, as needed.

### Minimum Qualifications:

- Must be 18 years of age by your start date; a US citizen, national, or legal permanent resident alien; and a high school graduate (or equivalent).
- Must pass mandatory background checks conducted by the program.
- Must not have served four or more prior terms of service with AmeriCorps State or National.

- Willingness to commit to a full term of service.
- Demonstrated English proficiency in reading, writing, and speaking.
- Strong written, verbal, and interpersonal communication skills.
- Experience with professional computer skills and confidence using computers. Comfort and experience using Microsoft Office Suite (Word, Excel), completing internet searches and navigating resources online, completing data entry, experience with using e-mail regularly, including sending attachments, comfort with database and software use, and experience with using videoconferencing software and attending training online.
- Desire to affect systems change at the ground level; ability to connect the small details to the bigger picture.
- Ability to build relationships and work with people of different cultures and backgrounds.
- Access to regular, reliable transportation.

**Preferred Qualifications:**

- Lived experience with housing insecurity

Heading Home Corps will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats.